

# OSU Portland Center Room Rental Fees

The OSU Portland Center welcomes the use of its event and classroom spaces by members of the OSU family including administrators, faculty, staff, students, alumni, donors and community partners.\*

			Corporate		Non-Profit		OSU/State/Municipal Agency	
Classroom	Room Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
Multnomah	12	221	\$ 400.00	\$ 100.00	\$ 300.00	\$ 75.00	\$ 40.00	\$ 10.00
Columbia	8	233	\$ 300.00	\$ 75.00	\$ 224.00	\$ 56.00	\$ 32.00	\$ 8.00
Yamhill	16	402	\$ 460.00	\$ 115.00	\$ 320.00	\$ 80.00	\$ 48.00	\$ 12.00
Morrison Boardroom	20	672	\$ 560.00	\$ 140.00	\$ 400.00	\$ 100.00	\$ 160.00	\$ 40.00
Classroom	Room Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
2029	40	868	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2035	40	878	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2039	40	875	\$ 600.00	\$ 150.00	\$ 460.00	\$ 115.00	\$ 80.00	\$ 20.00
2047	70	1360	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 160.00	\$ 40.00
Classroom	Room Capacity	Square Footage	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)	Minimum (4 hours)	Additional (per hour)
Pioneer Event Room & Foyer	42	3181	\$ 1,000.00	\$ 250.00	\$ 760.00	\$ 190.00	\$ 320.00	\$ 80.00
Fireside Suite	12	1228	\$ 860.00	\$ 215.00	\$ 640.00	\$ 160.00	\$ 200.00	\$ 50.00

\*CRN classes and space to support CRN classes are always exempt from room rental fees or any additional charges

# OSU Portland Center Additional Service Fees

## Room rental fees at the OSU Portland Center include:

- Event scheduling and coordination
- Room set-up and break down as per your booking specifications
- Catering coordination; staffing to receive, setup and remove your catering
- IT and AV needs; staffing when appropriate

## Additional fees at the OSU Portland Center:

	External, Non-Profit, OUS, State, and Municipal Agency	Internal
Alcohol permit coordination	\$100/event	
Cancellation fee	30% of Room Fee or \$65, whichever is greater	\$65
Damage/Cleaning fees	Based on damage/cleaning cost	
Digital signage coordination	\$100/event	
Extended video (Pioneer Event Room)	\$80/Hour	\$65/Hour
Extensive audio setup	\$90/Hour	\$65/Hour
Hours - weekend fee (Including setup and vacate time)	\$80/Hour	\$65/Hour
Laptop rental (windows only)	\$50	\$50
Security guard (additional)*	\$50/Hour	\$23/Hour
Setup - short-turnaround	\$50	\$50
Sound System	\$90/Hour	\$65/Hour

## Conference Services and Rentables:

Conference Services	\$100/Hour
Tables (60" Rounds)	\$8/Table
Cocktail Tables (36" D x 42" H)	\$6/Table
Table Linens (Black/White)	\$25/Table
Linen Napkins (Black)	\$0.40/Napkin
Plates (10")	\$0.50/Plate
Mugs (12 oz)	\$0.50/Mug
Glasses (16 oz)	\$0.50/Glass
Cutlery	\$0.50/Set

*All Conference Services rental items are subject to one time \$100 service charge*

*Alcohol Designee requirement: on-site supervision by university faculty/staff is required for all events where alcohol is being served. The OSU Department hosting or sponsoring an event is required to provide the alcohol designee.*

\*Request must be made no less than 2 weeks in advance